

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000712
Grade 28**

LEGISLATIVE SENIOR AIDE IV*

DEFINITION OF CLASS:

This is senior, advanced level, professional aide work, which involves performing and coordinating highly complex research, analytical, and administrative duties to facilitate the work of the Councilmember. Personal contacts include Councilmembers and staff; high-level officials of County departments, agencies and other governmental entities; executive directors and board members of non-governmental operations, and the public. The purpose of these contacts is to formulate, to advise, and to present issues to the Councilmember, as well as, present and defend the Councilmember's position on policy and/or budget related issues, and resolve complicated program problems. An employee in this class attends high-level meetings and performs direct public service and assistance through initiating discussion, providing program specific expertise, and responding to issues important to constituents.

The work of this class requires the employee to apply exceptional judgment and considerable expertise in programs, practices, and issues on a range of subject areas and topics assigned by the Councilmember. This work also includes drafting legislation and making strategy recommendations to the Councilmember. The employee in this class independently plans, researches, analyzes, coordinates with others, and resolves problems in work assignments, usually deciding what approach to take and advising the Councilmember of sensitive or potentially controversial matters. Work is carried out within the parameters of broadly stated objectives and in consideration of newly proposed legislation and policy initiatives, requiring the employee to use considerable judgment in determining methods and procedures for conducting research, fact-finding, and reporting. The work is highly complex in that the employee must deal with a broad range of issues and organizations in order to solve problems, suggest options for the Councilmember's consideration, and/or research, and identify clear goals and alternatives for the Councilmember. This is accomplished through analysis of highly complex issues, always balancing the needs of County residents, other Councilmembers, County agencies, and variant affected groups and individuals. An employee in this class assists the Councilmember to achieve his/her specific policy goals (i.e., affordable housing, environmental protection, smaller class sizes) by speaking authoritatively for the Councilmember in meetings with organizations and residents, thereby benefiting County residents. Employees in this class may be required to work outside of normal working hours (e.g., attend evening Council work sessions, meetings, and public hearings to represent Councilmember).

EXAMPLES OF DUTIES (Illustrative Only):

- Collects and analyzes data; conducts special research studies of highly complex issues on topics such as transportation, public housing, or education; drafts legislation or resolutions for the Councilmember; reviews and analyzes programs or budgets; briefs the Councilmember on issues coming before the Council; makes strategy recommendations to Councilmember on highly complex policy issues.

- Investigates and resolves complaints and inquiries from citizens/constituents, community groups, and private sector organizations on highly complex matters and policy issues, such as land use and public safety; negotiates with these groups and organizations to resolve problems or propose solutions.
- Initiates appropriate action on matters handled personally, investigating, researching and responding directly to highly complex policy issues raised in correspondence from citizens/constituents, community groups, private sector organizations, or other governmental offices.
- Attends and represents the Councilmember at committee meetings, hearings, and conferences on a broad range of highly complex topics and issues under consideration or study by the Council; explains County policies, articulates Councilmember's position; develops strategies for Councilmember to resolve issues.
- Prepares public statements for Councilmember on highly complex policy issues; initiates press or community relations events for Councilmember as requested.
- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable expertise in programs, practices, and issues within specialized subject areas related to work program assignments.
- Considerable knowledge of the Montgomery County Government and local laws, rules and regulations.
- Considerable knowledge of and skill in applying research and data gathering techniques, methods and procedures, including ability to organize and analyze information on highly complex issues.
- Considerable skill in negotiating issues with constituents, community groups, elected officials, and Department/Agency heads.
- Ability to handle confidential information with discretion.
- Ability to interpret and explain principles, procedures, policies, and regulations appropriate to areas of assignment.
- Ability to arrive at sound decisions through detailed analysis and evaluation of information received from a variety of sources.
- Ability to communicate clearly and effectively in a variety of mediums.
- Ability to establish and maintain effective working relationships with elected officials, Department/Agency heads, and community leaders.
- Ability to plan, set priorities, and organize numerous complex work assignments.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of professional level program experience in a subject area relevant to local government administration including at least two (2) years of professional experience with a legislative body or committee.

Education: Graduation from an accredited college or university with a Bachelor's degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

The probationary period must be twelve (12) months for a full-time or part-time employee appointed to a merit system position, and six (6) months for a promoted employee, during which time work performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam with a Urine/Drug Screen.

Class Established: April, 2014
September, 2014